



THE OLAO ACQUISITION NEWSLETTER

HOME PAGE: <http://www.nih.gov/odlolaola>

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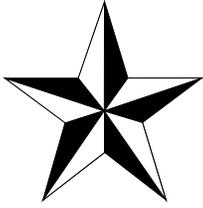
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YOUR CO-EDITORS



PAPER DISTRIBUTION OF THE OLAO ACQUISITION NEWSLETTER HAS STOPPED!!!!

The OLAO Acquisition Newsletter will no longer be mailed out to subscribers. The NIH community will have access through the internet to the current newsletter as well as archived newsletters. Individuals registered in the purchasing list serve will be prompted via email each time a newsletter is issued. (If you need to get registered, contact Annette Romanesk through the Global listing). Newsletters will be accessed and maintained on OLAO's web site, <http://www.olao.od.nih.gov/>, under Acquisitions, Newsletters. While you're there, check out the rest of the site. There's a lot of useful information.



HIGHLIGHTS **OF THE MONTH**

COMING SOON

MARK YOUR CALENDARS!!

The 2005 NIH Simplified Acquisition Training Symposium will be held on April 13-14 at the National 4-H Conference Center, located at 7100 Connecticut Avenue, Chevy Chase, MD. More information will be available in the upcoming months. The nominations for awards in Purchasing are due soon. Please contact Sue Kaminiski for additional information. We hope to see you there.

CONSOLIDATION OF THE SMALL BUSINESS PROGRAM OFFICES

Effective October 1, 2004, the Executive Management within our Department of Health and Human Services mandated that the DHHS Small Business Program Offices consolidate functions. The consolidation will align the Small Business Specialists (SBS) under the OSDBU Director, Ms. Debbie Ridgely and place the SBO outside of the acquisition chain. The SBS will continue to be co-located within the OPDIVs to provide the essential support and a unified voice to the vendor community and program office personnel. For further information, you may contact the NIH Small Business Program Office at 301-496-9639, or the OSDBU Director's office at 202-690-7235.

NEW GREEN PURCHASING ONLINE TRAINING

Effective October 1, 2004, each individual requesting acquisition certification regardless of level is required to take the online Green

Purchasing training. However, the free online course in Green Purchasing, which is available at www.golearn.gov has been experiencing some technical difficulties. GoLearn is currently working on the problems and it is anticipated it will be working again by January 17.

This new requirement is a free course about purchasing "green" products. The program reinforces the purchasing of recycled content products, energy-efficient products and renewable energy technologies, alternative fuel vehicles and alternative fuels, bio-based products, environmentally preferable products and services, and non-ozone depleting substances.

In the meantime, the new Departmental requirement for refresher training in green purchasing every two years for GS-1102's, GS-1105's, GS-1106's, purchase cardholders, card approving officials and DELPRO approving officials applying for Level 1, has been suspended until January 17, 2005. However, the training is required to be taken at a later date once the system is fully operational.

The deadline for packages for the January Certification Board is January 14. So the Green Purchasing requirement for certification is suspended for this board.

If you have taken Green Purchasing training but were unable to print out your certificate, please give Carl Henn a call at 301-496-7110. Questions about the content of the course may be directed to Ms. Dana Arnold at 202-584-9319 or via email at dana_arnold@ceg.eop.gov.

Appropriated Funds to Purchase Kitchen Appliances

A recent GAO decision was released ruling that appropriated funds may be used to pay for items ordinarily considered to be personal in nature, such as kitchen appliances. In applying the decision, GAO has delegated to agencies the authority to implement an internal policy to ensure uniformity in the use of appropriations to acquire these equipments and to determine the usefulness of appliances, such as; in light of operational benefits, employee health and productivity, and the

responsibility to provide a safe work environment. Currently, NIH Office of Acquisition Management and Policy is developing an Internal Policy for purchasing kitchen appliances that will reasonably relate to the efficient performance of the NIH activities. Therefore, until the applicable policy is in place, appropriated funds must not be used to purchase kitchen appliances.

REMINDER!!

NAICS Code and Business Size Standard Documentation...

A reoccurring regulatory finding on purchase card reviews is the cardholder's failure to document the file with the Small Business Program Representations, the NAICS Code and the Size Standards. Please remember to annotate in your files the North American Industry Classification System (NAICS) Code and Business Size Standard on all purchases above the \$2,500 level. You must fill in the form, FAR Clause 52.219-1 and include it in the file for each purchase over \$2,500!!

DELPRO NOTES & SIMPLIFIED ACQUISITION NEWS

DISCOUNT VALIDATION PROCESS CONDUCTED ON BPA VENDORS!

The Simplified Acquisition Programs Branch is responsible for verifying that BPA vendors are giving the NIH the discount rate(s) that were negotiated on their BPA. The process of verifying that the NIH is receiving the agreed upon negotiated discount(s) from each BPA vendor is called "Discount Validation."

The Discount Validation process is conducted to determine if there are any overcharges for services or supplies by vendors who are not applying the negotiated NIH discount rates on orders placed against their BPAs. BPA vendors found to be in non-compliance, and who have overcharged the NIH, are accountable for specific overcharges and are held responsible for reimbursement of identified overcharges to the NIH.

Data is obtained by gathering information as entered by the Ordering Officials from the **LPRICE:** and **UPRICE:** fields of the ADB, and comparing the end result with the negotiated discount on the BPA.

WE NEED YOUR HELP!

THE FOLLOWING PROCEDURE(S) ARE IMPERATIVE TO THE SUCCESS OF THE DISCOUNT VALIDATION PROCESS.

When placing an order, Ordering Officials **MUST** insure that they are documenting the appropriate **List Price (LPRICE)** and **Unit Price (UPRICE)**, which is the **discount price** as agreed upon within the BPA, **Ordering Officials must indicate each specific price as required on the DELPRO computer generated order in the LPRICE: and UPRICE: fields.** If no discount is offered, the Ordering Officials **MUST** indicate in the **RMKS:** field, **"No Discount Offered."**

IT IS IMPERATIVE THAT ORDERING OFFICIALS COMPLETE BOTH THE LPRICE: FIELD (PRICE CHARGED TO COMMERCIAL CUSTOMERS/GENERAL PUBLIC PRIOR TO ANY DISCOUNTS) AND UPRICE: FIELD (THE NET PRICE PAID BY NIH AFTER DISCOUNTS HAVE BEEN TAKEN) CORRECTLY.

BPAs = GREAT DISCOUNTS = USE YOUR PURCHASE CARD!

Provided by Cole Stathes

The Simplified Acquisition Programs Branch (SAPB) has established over 800 Blanket Purchase Agreements (BPAs) for use by the NIH community. These accounts cover a wide variety of supplies and services - everything from IT software to office items to scientific equipment to antibody analysis! Entire new commodities, such as temporary help and travel services, have recently been added to the BPA

program; and other fields are under consideration.

The great majority of these BPAs have a terrific feature - **their discounts**. SAPB does not want the NIH researchers and support staff to pay list price for anything. So the SAPB members work diligently to obtain as many discounts as possible from our vendors. These special prices may be tied in with Federal Supply Schedule discounts, or they may be negotiated directly with vendors especially for NIH. We also know that many laboratories and offices are only able to order limited quantities of supplies at a time. Therefore, whenever possible, SAPB aims to secure discounted prices even for very small purchases.

An extremely important aspect of BPA Discounts is their applicability to purchase card holders. When a BPA vendor offers discounts to NIH, these discounts are to be honored whether the NIH buyer uses a purchase card, a record of call, or a purchase order.

Thus, an NIH purchaser should identify him/herself as making the purchase on behalf of NIH, and then should receive the same prices, discounts, and shipping and delivery terms regardless of the purchase mechanism chosen. If at anytime you feel you are not receiving the correct discount, please notify the BPA Branch at 301-496-5212.

SAPB, therefore, strongly encourages purchase card holders, and all other NIH buyers, to consider the BPA vendors for their office and laboratory needs. These are vendors typically extending better prices and value to go along with the convenience of the simplified ordering methods.

So, purchasers, wake up and smell the discounts! Enjoy the best of both worlds - the ease of the Purchase Cards and the economy

offered by the BPA vendors. The list of BPA vendors can be quickly found on our website at:

<http://www.nih.gov/od/olao/oa/>
(Click on Simplified Acquisitions)
USE THAT PURCHASE CARD
HAPPY BPA PURCHASING

LEVEL 1a and Level 1b PACKAGES FOR JANUARY

The next Level I Certification Board will meet the last week in January 2005. Please submit your package early to your IC Coordinator so that your IC Coordinator can send your package to Annette Romanesk, 6011 Executive Blvd., Room 547H by January 10, 2005.

HHS Classes Required for Level 1a and 1b are Available

Level 1a is required for all personnel in the GS-1102, 1105, 1106 series or other series having signature authority for simplified acquisitions, including orders from GSA sources over the micropurchase threshold. Also includes people with purchase card authority above \$2,500 and up to \$25,000 per transaction, as well as DELPRO Approving Officials and Card Approving Officials who approve purchases above the micropurchase threshold. Sufficient for delegation of contracting officer authority up to \$25,000 per transaction, or up to the maximum ordering threshold on Federal Supply Schedule BPAs, not to exceed \$1,000,000.

Level 1b is required for all personnel in the GS-1102, 1105, 1006 series having signature authority for simplified acquisitions, including orders from GSA sources over the micropurchase threshold. Also, includes individuals with purchase card authority above \$25,000 and up to \$100,000 per transaction as well as their card approving officials. Purchase card authority over \$25,000 and up to \$100,000 per transaction is only granted to purchasing agents in the centralized/decentralized acquisition offices. Sufficient for delegation of contracting officer authority up to \$100,000 or up to the maximum ordering limit on Federal Supply

Schedule BPAs, not to exceed \$5,000,000, as well as use of commercial purchasing up to \$5,000,000 per transaction. (commercial items are described in FAR Subpart 13.5).

The two classes that will be required for Level 1a are "Simplified Acquisitions" and "Advanced Simplified Acquisitions". The classes for Level 1b are the same as Level 1a with the addition of "Introduction to Contracting" and "Acquisition Planning I"

KNOWLEDGE IS POWER

(Select the most correct answer to each question)

1. NIH WILL BE LIABLE for any unauthorized use of the Purchase Card, and the cardholder MAY NOT be held negligent and administratively accountable to NIH if the loss is not reported timely.

TRUE FALSE

2. The editors of the OLAO Acquisition Newsletter will only accept articles from scientist and researchers.

TRUE FALSE

3. Any time the Purchase Card is used for a purchase, whether it is done over the counter or by telephone, the monthly cumulative purchase log (Record of Purchase Card Orders), must be annotated and retained in a monthly acquisition file.

TRUE FALSE

4. The only responsibility of the DELPRO Ordering Official is to place the order to a vendor.

TRUE FALSE

5. When the items are received, the Cardholder DOES NOT have to annotate the receiving information on the shipping document and/or the Record of Purchase Card Orders Log.

TRUE FALSE

Answers may be found at the end of the newsletter

The following BPAs have recently been established

BPA # - Company Name

#60875 - Atlantech Distribution - for plumbing supplies and insulation materials

#60966 - Thermo Forma - for laboratory supplies and equipment

#60812 - Trice Talent Service - for talent and media services

#61085 - Confident Controls - for electrical supplies and hardware

#60954 - Integrated DNA Technologies - for biological materials

#60978 - Stemcell Technologies - for biological materials and laboratory supplies

#61294 - Cell Trends - for laboratory services and biological materials

#61216 - Chroma Technology - for laboratory supplies and equipment

#61101 - GovConnection - for IT software, hardware and services

#61437 VIP Express - for courier service

#60106 - Absolute Staffers - for temporary staffing

#60118 - Blaze Science - for chemicals

#60157 - Zen-Bio Inc - for chemicals and media

#60160 - Argos Technologies - for laboratory supplies and equipment

#60184 - Drummond American - for chemicals and housekeeping supplies

#60172 - Northern Virginia Temporaries - for office support services

#60200 - Bowline Solutions - for IT services

#60236 - M-Tech Group - for IT services

#60224 - Environics Communications - for communications consulting services

#60248 - CIA Corp - for IT services

#60196 - Informatics Studio - for graphic arts and design services

#60251 - Hitech Instruments - for scientific and photographic equipment

#60263 - Enterprise Press - for printing services

#57832 - De Val Grafik Source - for graphic arts services
#60327 - Information Engineering Services - for IT services
#60342 - Delton Scientific - for laboratory supplies
#60330 - AD Instruments - for laboratory equipment and software
#60354 - Access Audio Visuals Inc - for audio/video equipment
#60366 - District Creative Printing - for printing services
#60315 - Syneca Research - for IT services
#60381 - Global Commerce & Information - for IT services
#60406 - JM Fritz & Company - for printing services
#60421 - Infotrek - for IT services
#60418 - MB Staffing Services - for temporary support services
#60445 - United Book Press - for printing services
#60457 - Caddo Office Products - for office supplies and IT supplies
#60548 - Leon McMorrow - for medical translation services
#60563 - Lawson Carpet - for carpet repair and installation
#60551 - Blumdesign - for graphic arts services
#60575 - Monster Laboratories - for scientific equipment
#60603 - Innovative Consulting Corp - for IT services
#60587 - Incris Inc - for IT services
#60590 - Network Technologies - for IT supplies and hardware

The following BPAs are discontinued:

BPA # - Company Name

57244 - CBMI

#57950 - Elantech Inc

#58145 - Bioquill Ink

#56288 - Objects Worldwide

#57220 - Open Technology Group

#54538 - Video Monitoring Services

#43395 - Atlantech Distribution

#58496 - Friendship Computer

#56343 - Talent Tree of America

#38117 - Thermo Forma

#44387 - Trice Talent Service

#58418 - Cybercore Technologies

#58590 - Gene H Gessert

#49377 - Harrington Industrial Plastics

#56758 - PEC Solutions

#56540 - Confident Controls

#45916 - Duron Paints

#44415 - Integrated DNA Technologies

#54814 - Precision Plastics

#54750 - Stemcell Technologies

#57335 - Automated Business Systems

#58733 - Allentuck Printing

#56031 - Automated Office Products

#57271 - Century Products

#54905 - Continental Security Systems

#58603 - Cryogas

#58330 - First Information Technology

#58978 - Govplace

#55427 - HW & W Inc

#58157 - Orizon Inc

#58536 - Scott Design Communications

#56422 - The Answer Staffing Services

#58706 - The Iris Group

#56707 - NTJ Enterprises Inc

#44493 - Cell Trends

#44545 - Chroma Technology

#44363 - GovConnection

#59046 - Sterling Medical Associates

#47315 - VIP Express

#58863 - BEI Executive

#56785 - Bladen Lithograph

#57283 - Computrain

#59113 - Infrared Predictive

#56264 - Nextgen Enterprises

#58930 - Novustar LLC

#59010 - Office Nation

#58875 - One Creative Source

#58903 - Onjo Import/Export

#58942 - Talentcatch

#56667 - Tritel Resources

AVAILABLE TRAINING AND SEMINARS

2635

Purchase Card Processing System

The Purchase Card Log can be generated electronically through the ADB. This half-day course introduces electronic Purchase Logs and the reconciliation process with hands-on exercises in the ADB. Students will create and reconcile an electronic Purchase Log in the ADB. This training is for current NIH Purchase Card holders who wish to create and reconcile electronic purchase logs using the ADB.

<u>Course Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Deadline</u>
Feb 10, 2005	8:30am - 11:30am	EPS	\$265	Jan 9, 2005
Apr 7, 2005	8:30am - 11:30am	EPS	\$265	Mar 5, 2005
Jun 9, 2005	8:30am - 11:30pm	EPS	\$265	May 8, 2005
Aug 11, 2005	8:30am - 11:30am	EPS	\$265	Jul 10, 2005

2607**Simplified Acquisitions Refresher (2 classes each day)**

This class will focus on changes and updates to Simplified Acquisition procedures, purchasing mechanisms, the ordering process, and the role and responsibilities of the Purchasers and Approving Officials. The Delegated Acquisition (DELPRO) Reference Guide will be used. The audience is Administrative Officers/Approving Officials who have successfully completed the mandatory 4 day Delegated Acquisition Training course more than 2 years ago and feel they could benefit from an update course specifically designed to emphasize Approving Official's responsibilities.

<u>Course Date</u>	<u>Times</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Deadline</u>
Feb 9, 2005	8:30am - 11:30am	EPS	\$265	Jan 8, 2005
Apr 4, 2005	8:30am - 11:30pm	EPS	\$265	Mar 3, 2005
Jun 8, 2005	8:30am - 11:30pm	EPS	\$265	May 7, 2005
Aug 8, 2005	8:30am - 11:30am	EPS	\$265	Jul 7, 2005

2636**Mandatory Purchase Card Training**

This course introduces the NIH Purchase Card, Purchase Logs and reconciliation process. Students will learn cardholder and card approving official responsibilities, uses and limitations of the purchase card, ordering procedures, implementation and maintenance of Purchase Logs, and the reconciliation process. As part of the reconciliation process, the proper use of the ADB Purchase Card will be explained. The class consists of lecture and hands-on exercises with the ADB Purchase Log and reconciliation process.

This course is mandatory for all NIH employees who wish to become Purchase Card Approving Officials or Cardholders. It is also recommended as refresher training for current cardholders or card approving officials.

For more information, or to register, please contact the Human Resource Development Division on 496-6211 or visit the website: <http://learningsource.od.nih.gov/>

Course Dates Course Time Location Cancellation Deadline

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Deadline</u>
Jan 31, 2005	8:30am - 4:30pm	EPS	\$292	Dec 30, 2004
Mar 7, 2005	8:30am - 4:30pm	EPS	\$292	Feb 6, 2005
Apr 6, 2005	8:30am - 4:30pm	EPS	\$292	Jan 7, 2005
May 9, 2005	8:30am - 4:30pm	EPS	\$292	Apr 8, 2005

Jun 7, 2005	8:30am - 4:30pm	EPS	\$292	May 6, 2005
Jul 18, 2005	8:30am - 4:30pm	EPS	\$292	Jun 17, 2005
Aug 9, 2005	8:30am - 4:30pm	EPS	\$292	Jul 8, 2005

Mandatory DELPRO Procurement Training

The Delegated Acquisition Training Program and advanced acquisition seminars listed below are mandatory for Purchasing Agents, Approving Officials, Ordering Officials, and Procurement Officials with DELPRO authority. Failure to complete these seminars may result in loss of authority for DELPRO purchasing. The following courses will be available for enrollment this FY2002 and FY2003.

2609

Federal Supply Schedules

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Deadline</u>
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Currently, there are no scheduled sessions for this course

2610

Consolidated Purchasing Through Contracts

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Deadline</u>
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Currently, there are no scheduled sessions for this course

2611

Buying from Businesses on the Open Market

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Deadline</u>
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Currently, there are no scheduled sessions for this course

2617

Price Reasonableness in Simplified Acquisitions

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Deadline</u>
Mar 1, 2005	1:00pm - 4:30pm	EPS	\$245	Jan 31, 2005

2612

Professional Service Orders

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Deadline</u>
Feb 7, 2005	8:30am - 11:30am	EPS	\$271	Jan 6, 2005
Apr 5, 2005	8:30am - 11:30am	EPS	\$271	Mar 4, 2005

Jun 6, 2005	8:30am - 11:30pm	EPS	\$271	May 5, 2005
Aug 10, 2005	8:30am - 11:30am	EPS	\$271	Jul 9, 2005

**2603
Delegated Acquisition Training Program**

This class includes segments on processing FSS best value determinations, on open market requirements at various thresholds, and on each of the DELPRO mechanisms. Information is presented in a clear, logical and practical format. Included are exercises and a “hands-on” segment in which students actually access the ADB.

<u>Course Date</u>	<u>Time</u>	<u>Location</u>	<u>Cost</u>	<u>Cancellation Deadline</u>
Feb 1, 2005 (Day 1)	8:30am - 4:30pm	EPS	\$829	Dec 31, 2005
Feb 2, 2005 (Day 2)	8:30am - 4:30pm			
Feb 3, 2005 (Day 3)	8:30am - 4:30pm			
Feb 4, 2005 (Day 4)	8:30am - 4:30pm			

Mar 8, 2005 (Day 1)	8:30am - 4:30pm	EPS	\$829	Feb 7, 2005
Mar 9, 2005 (Day 2)	8:30am - 4:30pm			
Mar 10, 2005 (Day 3)	8:30am - 4:30pm			
Mar 11, 2005 (Day 4)	8:30am - 4:30pm			

May 10, 2005 (Day 1)	8:30am - 4:30pm	EPS	\$829	Apr 9, 2005
May 11, 2005 (Day 2)	8:30am - 4:30pm			
May 12, 2005 (Day 3)	8:30am - 4:30pm			
May 13, 2005 (Day 4)	8:30am - 4:30pm			

Jul 19, 2005 (Day 1)	8:30am - 4:30pm	EPS	\$829	Jun 18, 2005
Jul 20, 2005 (Day 2)	8:30am - 4:30pm			
Jul 21, 2005 (Day 3)	8:30am - 4:30pm			
Jul 22, 2005 (Day 4)	8:30am - 4:30pm			

NOTE: Although a cancellation deadline date may have passed, you may still submit a registration form through NIHITS in case an opening occurs. For further information, please contact the Human Resource Development Division on 496-6211 or visit the website: <http://learningsource.od.nih.gov>

ANSWERS TO KNOWLEDGE IS POWER

1.....FALSE - NIH POLICY MANUAL 6013-2, "UNAUTHORIZED USE OF THE CARD"

2.....FALSE -

3.....TRUE - NIH POLICY MANUAL 6013-2, "CARDHOLDER PROCEDURES REQUIRED TO MAKE A PURCHASE"

4.....FALSE - DELEGATED ACQUISITION (DELPRO) REFERENCE GUIDE, PART I, "RESPONSIBILITIES OF THE DELPRO ORDERING OFFICIALS"

5.....FALSE - NIH POLICY MANUAL 6013-2, "CARDHOLDER PROCEDURES AFTER PURCHASE"

THE OLAO ACQUISITION NEWSLETTER

We encourage the ICs to send us any articles they may have related to acquisition so that we can include your articles in future newsletters.

OLAO invites your comments and suggestions for future articles. Please address all correspondence to the editors Annette Romanesk, RomanesA@od.nih.gov, or John Best, BestJ@od.nih.gov. If you have any questions or comments regarding the information, policy and/or procedures published in this issue, you may contact Alfreda Mire, (Mirea@od.nih.gov). Future issues, contact the DELPRO Helpline on 301-496-0400 and you will be referred to the appropriate area.